

Instructions for an Extension Request of the Timeline to Meet Staff Qualifications

In order to request a Qualified Staff Member (QSM) extension, the program administrator and teaching staff member(s) must submit a compelling application meriting an extension.

The program administrator must log in to the Connecticut Early Childhood Professional Registry, print and **attach** the following reports from the Program Profile (under Program Administration – Reports):

1. Staff Qualifications Detail Report
2. NAEYC Candidacy Staff Report
3. Scholarship Request Report

Complete the OEC Qualified Staff Member (QSM) Extension Request Form with a bulleted list explicitly detailing what the program and individual(s) have done to meet and maintain requirements over time, reasons for noncompliance, and steps taken toward meeting the requirements under an extended timeline. Be very specific, including only pertinent facts regarding the individual(s) in the extension request. Refer to the Registry reports as you detail the program's compliance.

The application must be signed off by the program administrator and each individual covered in the extension request.

- For Child Day Care programs: the application must be signed by the Child Day Care Contractor. The Child Day Care Contractor will then send the complete application including all attachments to the Office of Early Childhood (OEC) Child Day Care program manager.
- For School Readiness programs: the application must also be signed by the School Readiness liaison. The School Readiness liaison will then send the complete application including all attachments to the Office of Early Childhood (OEC) School Readiness program manager.
- For State Head Start programs: the application must also be signed by the State Head Start program manager.
- If a program is funded by Child Day Care contract, State Head Start and/or School Readiness funds, the application must be sent to all program managers.

Each request will be reviewed based on the information provided as well as documentation on file with the OEC. Incomplete applications will not be reviewed. The OEC may request additional information.